

Mazatzal Hotel & Casino

JOB ANNOUNCEMENT

POSITION: Vault Supervisor
DEPARTMENT: Administration
STATUS: Full-time
RATE: \$19.00 p/hr

SHIFT: Days
REPORTS TO: Cage/Vault Manager & Director of Cage Operations
SUPERVISES: Cage/Vault Staff

JOB SUMMARY: Assists the Cage Manager to oversee the cage/vault is conducted in accordance with established policy/procedures and the system of internal controls. Responsible for casino funds entrusted during assigned shift. Accept, verify and document on appropriate forms the cash in, cash out and check cashing transactions handled during the shift. Performs job tasks in the vault as necessary.

ESSENTIAL JOB FUNCTIONS:

- Solely responsible and accountable for cash funds at assigned window during their shift.
- Must process transactions accurately and maintain variances to an absolute minimum.
- Must be able to work the Supervisors shift during graves.
- Must be able to work in a fast paced environment and maintain a high degree of concentration to perform the required work tasks.
- Schedules and assigns work shifts.
- Conducts training of personnel to insure a cohesive work force as requested by management.
- Keep employees abreast of casino directives and policy changes as they occur.
- Performs personnel functions including interviewing, hiring, completing evaluations and disciplinary as necessary.
- Safeguards casino assets at all times.
- Performs other job related duties as assigned.

MINIMUM QUALIFICATIONS:

- High School diploma or GED recommended. Experience may substitute for schooling.
- **Must have experience with 10-key calculator skillfully.**
- **Must have knowledge of computer and excel experience, and comfortable with using a computer.**
- Excellent written and oral communication skills.
- Previous Supervisory Experience.
- Demonstrated leadership ability.
- Familiarity with MS Excel and Word.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Blood Pressure must fall under accepted guidelines by the American Heart Association or clearance from a medical doctor.
- Physically mobile with reasonable accommodations to stand for long periods of time.
- Must have bending mobility to reach, kneel, twist and grip items while working at assigned desk area.
- Read, write, speak and understand English.
- Operate in mentally and physically stressful situations.
- Respond to visual and auditory cues.
- Must have manual dexterity and coordination to operated equipment, including a 10 key adding machine, PC computers, fax machine and photo copier.
- Must be able to stand and walk 10% of work time sitting 80% of work time.
- **Lifting requirements in excess of 20 lbs. or greater "repetitive" and carrying up to 15 lbs.**

Mazatzal Hotel & Casino reserves the right to make changes to the above job description whenever necessary.